

HAAS Lottery Process

1. Reenrollment Surveys distributed out the 1st week in February. Need to be back to Registrar by the 2nd Friday in February.
2. Opening of Lottery Pool from February 1st-28th. Student Interest Form completed and returned to main office.
3. Student Interest form will be reviewed and verified in SSES by Registrar. A copy of the form for any SPED designated students will be forwarded to the SSC for further information.
4. Lottery pull first Friday of March. Lottery pull is done by a Governing Board member and witnessed by the Administrator and Registrar. All Student Interest forms are filed by grade in order of pull.
5. Any Student Interest Forms received after March 1st are filed by grade and in chronological order **after** those with an assigned Lottery Number.
6. If a student's status is disclosed or discovered, a current IEP/MP will be requested from the parent. When the document is received, the document will be submitted to the either the SSC or appropriate SPED Teacher (whichever is available) for review to ensure our ability to provide addressed services.
7. Filling of openings (for 'Ohana teachers)
 - a. Parents will be called in order of Lottery selection for the appropriate grade level.
 - b. If Lottery selection has been exhausted then begin calling students in chronological order.
8. Notification
 - a. Only selected students will be notified by April 30th.
 - b. Campus
 - i. Registrar will notify parents/guardian if the student has been drawn for an empty slot.
 - c. 'Ohana
 - i. Program teacher will notify parents/guardian of selection and schedule an initial meeting if the teacher sees it as necessary.
9. Enrollment
 - a. Current IEP or MP (for SPED) within 2 weeks of notification of possible entry. Actual enrollment will be determined by SSC.
 - b. SSC will confer on appropriate placement with Campus or 'Ohana Directors.
 - c. Enrollment packets and supporting documents are due June 30th.
 - i. Birth Certificate
 - ii. Health (Form 14 & TB)
 - iii. Release for previous school
 - iv. Transcripts (gr. 7-12 only)
 - v. Last report card (elementary)
 - vi. Standardized test scores (if available)
 - d. If completed enrollment documentation is not received by June 30th, the empty slot will be filled by the next student in line.
 - e. Parents notified after June 30th will have 1 week from date of notification to turn in completed Enrollment Packet and support documents.
10. Priority
 - a. Children of HAAS Employees.
 - b. Siblings of currently enrolled students.
 - c. Distance student in good standing. (Student does not lose Distance seat during process.)
 - d. Returning students who left the school year prior to the lottery year and are in good standing (no failing grades or disciplinary issues at time of exit).
 - e. Administration will make the final determination if priority status is disputed.